

PSYC 4960 Independent Study Process and Procedures  
Student Guide

Credits and Time Requirements:

- x A student may take up to 6 credit hrs total inin

Recommended Guidelines:

- o Meeting requirements.
  - f Scheduled check-ins with the student are highly recommended and can be used as a component of grading. Check-ins might happen in meetings, email, or other correspondence.
- o Tracking procedures.
  - f Students may track hours or progress towards project objectives. Tracking hours is not required but is very useful if there is an issue with grading.
- o Training required (if indicated).
  - f It is highly recommended that CITI Training is completed by the student if they have not yet received certification. Other ethics trainings (Plagiarism <https://plagiarism.iu.edu/certificationTests/>, IACUC) are recommended where appropriate.
- x The mentor will provide the student with evaluative feedback on a monthly basis to help with final grading. This can be during regular meetings with the student or in the form of a brief email to the student.
- x If the work is not completed within a semester, the student needs to meet with the mentor to determine what is needed to assign a grade. A written agreement is expected at that time. An "In Progress" (IP) may be applied. It is typically expected that work will be completed in the following semester. Extensions beyond the following semester can be approved by the faculty mentor. In these cases, a written agreement between the student and mentor should be created and signed by both parties.
- x Grades are assigned by the faculty mentor. No later than finals week for regular semesters or the last week of the session for summer, the mentor will send a letter grade (or IP specification) to the Psychology Department Chair. Any grades not submitted by the due date for grading will be processed as an IP. IPs must be completed with a grade in order to have the credits applied to the degree.

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